

# Retention and Classification Report

**Agency:** Salt Lake City (Utah). Cemetery (1010)

200 "N" Street  
Salt Lake City, UT 84103

## Records Officer

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**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 8779

3

**TITLE:** Burial plot index

**DATES:** 1848-

**ARRANGEMENT:**

**DESCRIPTION:**

This series indexes the interment records kept by the City Cemetery and also provides access to the plot deeds and deed registers via the name of the deceased. Index entries include columns for the interment number, the deed number, the name of the deceased, the interment record page, deed register page, and location of burial by plat, block, lot, tier, and grave. Not all fields are filled in for all entries.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until update received and then destroy.

Computer magnetic storage media: Retain in Agency Record Center permanently.

Microfilm master: For records beginning in 1848 through 1976. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1848 through 1976. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series provides access to both the interment records and the plot deeds series.

**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 8779

**TITLE:** Burial plot index

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 21867

3

**TITLE:** Burial register

**DATES:** 1892-1896

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This volume, entitled Record of Burials in City Cemetery is in register format. Columns include burial number, permit number, death certificate number, name of deceased, date of burial, owner of lot, location of lot, undertaker, and remarks.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Death and burial information is a valuable historical record for family historians.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 6724

4

**TITLE:** Cemetery deed register

**DATES:** i 1863-1976.

**ARRANGEMENT:** Numerical by deed number.

**DESCRIPTION:**

These large books contain the names of all persons owning property in the City cemetery. The information contained in these books includes deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm duplicate: For records beginning in 1863 through 1976.  
Retain in State Archives permanently.

**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 6729

3

**TITLE:** Cemetery land sales and transfer reports

**DATES:** 1960-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These reports are the city's copy of land sales and transfers submitted twice annually to the Salt Lake County Recorder for recording purposes. They are used to show that records have been filed with the county recorder. These reports include name of present owner, deed number, plat location, block number, lot number, whether purchase or transfer, and from whom transferred.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 6723

4

**TITLE:** Cemetery lot records

**DATES:** s 1848.

**ARRANGEMENT:** Numerical by lot number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These large books contain the exact locations of all persons buried in the City Cemetery. It is used for reference purposes. The information contained in these books include plot, block, lot, grave location, and lot ownership record.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 6730

3

**TITLE:** Cemetery map book

**DATES:** 1943-

**ARRANGEMENT:** by plat, lot, and block

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These large books contain maps of the city cemetery. They are used daily to local specific grave sites. The information contained in this book includes index, plat, block, and lot pages.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.



**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 6728

3

**TITLE:** Cemetery monthly death report

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These monthly reports are the city's copy of a report furnished by the Salt Lake City-County and the Utah State Departments of Health for deaths when the deceased was buried in the City Cemetery. The cemetery maintains a copy of the report only to verify the report was made. These reports include death date, name of deceased, age, county where death occurred and name of funeral director.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 6725

3

**TITLE:** Cemetery plot deeds

**DATES:** 1863-

**ARRANGEMENT:** Numerical by deed number

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These deeds are the city's copy of actual deeds issued to owners of cemetery plots in the city cemetery. They are used to keep an accurate record of plot ownership and whether they have perpetual care. These deeds include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid, and receipt number.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 6719

3

**TITLE:** Cemetery work orders

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These work orders ensure that specific problems are remedied by the Parks Department in the City Cemetery. Information from these work orders include date, person owning property, plat, block, lot and grave location, description of service requested, date service completed, and name of person completing service.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 12.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 6719

**TITLE:** Cemetery work orders

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 6722

4

**TITLE:** Interment records

**DATES:** 1848-1968.

**ARRANGEMENT:** Numerical by internment number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series documents burials in the City Cemetery in the form of a ledger. Ledger columns include the interment number, the name of the deceased, burial permit number, dates of death and interment, sex and age of deceased, place of death, location of grave, date and place of birth, owner of lot, deed number, and removal information. From 1859 to 1893, the column entitled "Place of death" is used for the name of the medical attendant, and from 1848 to 1893, the column entitled "Undertaker" is used for names of relatives. Columns labelled "Death Certificate Number" and "Cause of Death" appear on the ledgers between 1848 and 1920, and between 1934 and 1959. Not all columns are completed for all individuals.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm duplicate: For records beginning in 1847 through 1968.  
Retain in State Archives permanently.

Microfilm master: Retain in Archives permanently.

**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 6722

**TITLE:** Interment records

(continued)

**APPRAISAL:**

Historical

This disposition is based on the value of this series in documenting burials for the Salt Lake City Cemetery.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 6721

3

**TITLE:** Manual burial plot index books

**DATES:** 1848-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This index consists of large books containing the names of property owners or deceased persons interred in the City Cemetery. It is used for reference purposes. Information from this index includes name, internment number, deed number, date interred, location of grave by plot, lot, block, tier, and grave number.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 6726

3

**TITLE:** Perpetual care certificates

**DATES:** 1863-

**ARRANGEMENT:** Numerical by certificate number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These certificates are the city's copy of certificates issued to grave owner. They are used as a cross reference to plot deeds to record if person has perpetual care. These certificates include certificate number, date issued, name, amount paid, receipt number, and grave location.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.



**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 6718

3

**TITLE:** Report of burials

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These monthly reports show specific burials at the City Cemetery. They are used for verification of work accomplished. These reports include date of death; name of deceased; age; county where death occurred; name of funeral director; and summary totals for each calendar year. Also shows totals of regular burials, removals from cemetery, and remains interred.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 6720

4

**TITLE:** Sexton's grave opening order files

**DATES:** i 1934-1975.

**ARRANGEMENT:** Numerical by lot number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain signed authorizations to open graves to guarantee body is interred in a specific burial plot. they are used to generate interment record, lot record, and automated index record. These files include time order received, deed number, date, lot owner's name, authorization signature, address and phone number, name of person being interred, location of grave by plat, block, lot, grave number, and tier, type of opening, type of container, handling mortuary, funeral date and time, date entered interment record, date entered in lot record, interment number, entry number, birth and date, date and place, receipt number, headstone information, amount of money received and remarks if any.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: For records beginning in 1934 through 1975.  
Retain in State Archives permanently.

**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 6720

**TITLE:** Sexton's grave opening order files

(continued)

**APPRAISAL:**

These records provide information very important for both historical and genealogical research.

**AGENCY:** Salt Lake City (Utah). Cemetery

**SERIES:** 6727

3

**TITLE:** Sexton's receipt book

**DATES:** 1970-

**ARRANGEMENT:** Numerical by receipt number

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These receipts are given for money received for burial lots in City Cemetery. They are used to record money generated by cemetery. These receipts include date, receipt number, from whom received, amount received, fees involved, credits, and cash sales.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.